

INVITATION TO BID - ANNUAL CONTRACT

SEALED BIDS will be received by the PURCHASING DIVISION of the CITY OF BATON ROUGE, EAST BATON ROUGE PARISH until 11:00 am CST, December 12, 2023 at the location shown below.

TITLE: : A24-0404 LEED CERTIFIED Janitorial Services for EBR Main Library at Goodwood (Labor Only)		RETURN BID TO: PURCHASING DIVISION					
FILE NO: 23-00404		Physical Address: 222 St. Louis Street 8 th Floor Room 826 Baton Rouge, LA 70802					
AD DATES: 11/07/23 & 11/14/23		**NOTE: U.S. Postal Regular & Expedited Mail do not deliver to our physical address; delays may occur due to City Parish Mailroom processing					
SHIP TO ADDRESS: EBR Main Library at Goodwood 7711 Goodwood Blvd. Baton Rouge, LA 70806		Contact Regarding Inquiries: Purchasing Analyst : Sheneka Sylvan Telephone Number: 225-389-3259 x 3263 Email: ssylvan@brla.gov					
VENDOR NAME		MAILING ADDRESS					
REMIT TO ADDRESS		CITY, STATE, ZIP					
TELEPHONE NO.	FAX NO.	E-MAIL					
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER		TITLE					
AUTHORIZED SIGNATURE (Required)		PRINTED NAME					
TO BE COMPLETED BY VENDOR: CONTRACTORS LICENSE IF APPLICABLE _____							
1. _____ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER.							
2. _____ % discount for payment made within 30 days. Discount for payment made in less than 30 days, or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration.							
Bidders should acknowledge all addenda and the date received. The Bidder acknowledges receipt of the following issued ADDENDA							
No.	Date:	No.	Date:	No.	Date:	No.	Date:
No.	Date:	No.	Date:	No.	Date:	No.	Date:

F.O.B.: DESTINATION - PAYMENT TERMS: NET 30

ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation. Bid must be signed in the designated space above and by person authorized to sign for bidder.

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

INSTRUCTIONS TO BIDDERS/TERMS & CONDITIONS FOR ANNUAL CONTRACTS

Bidders are urged to promptly review the requirements of these specifications, terms and conditions and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications, terms and conditions are clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification, terms and conditions documents will not be considered after bids are opened.

1. Read the entire bid, including all terms and conditions and specifications.
2. Proposals are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive proposals. Bidders should rely only on advertisements in the local newspaper, and should personally pick up proposals and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259
3. This proposal is to establish firm prices for materials supplies and services for the contract period to be determined. Delivery shall be made or services provided as needed throughout the contract period, or as required by the specification. Quantities, if shown, are estimated only. Smaller or larger quantities may be purchased based upon the needs of the City-Parish. There is no guaranteed minimum quantity.
4. The contract shall be firm through the one year period. Upon agreement of both the contractor and the City - Parish, the contract may be extended a second or a third year or other shortened specified time periods. Extension of the contract into the second or third time periods shall be made by letter on or before the expiration of the contract. Extension is only possible if all prices and conditions remain the same.
5. The contract title, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
6. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances. **NO FAXED OR EMAIL BIDS WILL BE ACCEPTED.**
7. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the city has determined the contractor to be in default, the city reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
8. The City Parish specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, to accept the bid which is in the best interest of the City parish, and to reject all proposals if that is in the best interest of the City Parish.

9. Except for bids submitted through the www.centralauctionhouse.com on-line bidding site, bids shall be accepted only on proposal forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. The City- Parish will only accept bids from those bidders in whose names the proposal forms and/or specifications were issued. Altered or incomplete proposals, or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire proposal package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Division as the bid.
10. All proposals must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.
11. All proposals must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
12. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.
13. If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications. Failure to comply with this request may eliminate your bid from consideration. If requested, literature and/or specifications must be submitted within seven (7) days.
14. Detailed factory specifications, illustrative literature and any deviations should be submitted with bid as required by the specifications or on the bid form. Representative samples shall be submitted upon request, if appropriate. Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for the City to evaluate quality, suitability, and compliance with the specifications in the solicitation.
15. Written addenda issued prior to bid opening which modifies the proposal shall become a part of the proposal for bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method.
16. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
17. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders should submit product label, material safety data sheet and EPA registry number with bid or within five (5) days of request from purchasing office. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
11. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor. EAST BATON ROUGE PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission. ... Late deliveries or unsatisfactory performance may be cause to cancel the Purchase Order or contract.
18. EAST BATON ROUGE PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.
19. The City - Parish reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
20. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any

question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.

21. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are exempt from state and local taxes.
22. The City - Parish reserves the right to terminate this contract prior to the end of the contract period on twenty-four (24) hours written notice for unsatisfactory performance. Termination under this paragraph shall not relieve either party of any obligation or liability that may have occurred prior to the effective date of termination.
23. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed?

YES ___ NO ___ If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.

24. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.
25. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
26. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
27. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).
 - a. A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>
 - b. A contract award must not be made to parties listed on the government wide exclusions in the System for Award Management. (SAM), in accordance with OMB guidelines at 2 C.F.R. 180. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

28. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
29. East Baton Rouge Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by East Baton Rouge Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.
30. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://city.brla.gov/dept/purchase/bidresults.asp>.
31. Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.
32. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

- 33..The City of Baton Rouge, Parish of East Baton Rouge launched a new Enterprise Resource Planning (ERP) system, Vendor Self Service (VSS) via Munis. VSS replaced the legacy vendor database and will be used by all departments and agencies citywide.

Vendor Self-Service (VSS) enables vendors to register and maintain information about their organization for the purpose of doing business with City-Parish and receive notifications of business opportunities. The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid notifications.

New vendors or existing vendors who need to create a VSS account can do so clicking the Registration link at <http://brla.gov/vss>. Vendors are encouraged to review the step by step <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF> before beginning the registration process which may be assessed at <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF>.

Additional information regarding how to do business with EBR City-Parish is available at: <https://www.brla.gov/DocumentCenter/View/678>.

We also post our scheduled bid openings, as well as unofficial bid tabulations after the bids have opened at <http://city.brla.gov/dept/purchase/bids.asp>.

Note: Commodity codes are required for setting up your profile. These numbers tell us what commodities and services that you can provide. When agencies request products or services, our buyers pull directly from these numbers to send out solicitations, bids, and quotes. The first 3 numbers are the class numbers; the subclasses are two digit numbers that better describe the commodity or service. For questions regarding commodity codes, please contact purchasing at (225) 389-3259 Ext 0.

Important! - A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process requires you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the IRS website. We have created step by step directions on how to properly complete the W-9 Form.

FEDERAL CLAUSES, IF APPLICABLE.

I. Remedies for Breach

Bidder acknowledges that contracts in excess of the simplified purchase threshold (\$150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

II. Termination and Settlement

Bidder acknowledges that contracts in excess of \$10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

III. Access to Records

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

IV. Equal Employment Opportunity

Bidder acknowledges that all contracts shall contain provisions requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

V. Copeland "Anti-Kickback" Act

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18 U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

VI. Davis-Bacon Act

Bidder acknowledges that all construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

VII. Contract Work Hours and Safety Standards Act

Bidder acknowledges that all construction contracts in excess of \$2,000, and all other contracts involving the employment of mechanics or laborers in excess of \$2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms under Governments Grants, Contracts, and Cooperative Agreements"

IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

X. Clean Water Act.

The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities

XI. Energy policy and conservation act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency, which is contained in the state energy conservation plan, issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

MBE/SBE/WBE Initiative
Participation by Certified Small Entrepreneurships/DBE Initiative

This procurement has been designated as suitable for certified small entrepreneurships **(MBE/SBE/WBE)** participation.

The City of Baton Rouge, Parish of East Baton Rouge strongly encourages the participation of Small, Minority, and Women-owned business in all contracts or procurements let by the City of Baton Rouge Consolidated Government for goods, services, labor, and material. To that end, all Service Providers and suppliers are encouraged to utilize federal, state or locally certified Small, Minority and Women-owned businesses in the purchase or sub-contracting of materials, supplies, services and labor and material in which disadvantaged businesses are available.

Proposers that are not eligible for certification are encouraged to use Small, Minority and Women-owned businesses where sub-contracting opportunities exist. To be responsive to this request for proposal, the proposer should be a Small, Minority or Women-owned businesses or have put forth a good faith effort to use certified Small, Minority or Women-owned businesses as subcontractors. By submitting and signing a proposal, the proposer certifies that they are in compliance with this requirement. The proposer shall submit with the proposal a plan and selection process outlining good-faith efforts to utilize Small, Minority or Women-owned businesses as subcontractors.

Written notification is the preferred method to inform Small, Minority and Women-owned businesses of potential subcontracting opportunities. A current list of certified Small, Minority and Women-owned businesses may be obtained from the Louisiana Economic Development Certification System at <https://smallbiz.louisianaeconomicdevelopment.com/certifiedbusiness/default.aspx>.

Additionally, a current list of Small, Minority and Women-owned businesses, which have been certified by the Louisiana Department of Economic Development and have opted to enroll in the State of Louisiana Procurement and Contract (LaPAC) Network, may be accessed from <http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/ Vendor/srchven2.cfm>. You may then determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.), and select "SMALL". Additional assistance may also be obtained from the Small Business Administration and the Minority Business Development Agency of the Department of Commerce to solicit and use these firms at <http://www.mbda.gov/contact>.

Copies of notification to at least three (or more) certified Small, Minority and Women-owned businesses will satisfy the notification requirements. Notification must be provided to the certified entrepreneurships by the proposer in writing no less than five working days prior to the date of proposal deadline.

Notification must include the scope of work, location to review plans and specifications (if applicable), information about required qualifications and specifications, any bonding and insurance information and/or requirements (if applicable), and the name of a person to contact.

In the event questions arise after an award is made relative to the proposer's good faith efforts, the proposer will be required to provide supporting documentation to demonstrate its good faith subcontracting plan was actually followed. If it is at any time determined that the Service Provider did not in fact perform its good faith subcontracting plan, the contract award or the existing contract may be terminated.

ADDITIONAL REQUIREMENTS FOR THIS BID

- The City-Parish, its officers, employees and agents, shall not be responsible for the negligent acts and omissions of the Contractor or the Contractor's officers, employees, agents or subcontractors, nor shall the Contractor or the Contractor's officers, employees or agents be responsible for the negligent acts or omissions of the City - Parish, its officers, employees and agents. Accordingly, Contractor shall indemnify and save City - Parish, its officers, employees and agents, harmless from any and all claims, suits and actions of any character, name or description brought for or on account of any injury or damage to any person or property arising out of the work performed by the Contractor and resulting from the negligence, commission or omission of any act by the Contractor, or Contractor's officers, employees, agents or subcontractors.
- If work is to be performed on site, contractor shall furnish proof of insurance as required in specifications.
- Payment terms for services will be **Net 15** days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.
- The City-Parish reserves the right to cancel this contract with thirty (30) days written notice.
- **Termination for Cause:** The City-Parish may terminate this Contract for default by giving the contractor written notice thereof, specifying with particularity each such default. After the first such notice of default, Contractor shall have ten (10) days after receipt of notice to cure or take reasonable steps to cure the default. If the contractor fails to cure or take reasonable steps to cure the default within such ten-day period, the City-Parish may declare this Contract, as appropriate, terminated. In the event of a second notice of default, whether for the same or a different infraction of contractual obligations, the contractor will be given five (5) days to cure the default. If a third notice of default should become necessary, the contract may be terminated upon notification of said default.
- **Termination for Convenience:** The City-Parish may terminate this Agreement at any time by giving thirty (30) days written notice.
- **Termination for Non-Appropriation Clause:** Should the Invitation to Bid result in a multi-year contract, a non-appropriation clause shall be made a part of the contract terms as required by state statutes, allowing the City-Parish to terminate the contract for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated.
- **Cybersecurity Training Requirement:** Contractor, including all principals, sub-contractors and employees who require access to City-Parish information technology assets, shall complete the cybersecurity training required by La. R.S. 42:1267 and furnish the City Parish proof of said completion prior to being granted access to said assets.
- **LEED Certification:** All Janitorial Staff associated with servicing this contract must be LEED Certified Trained. Successful contractor must provide documentation of LEED employee training within fourteen (14) days of the date of award, if not provided with bid submittal. (Green Cleaning Certification. Contractor's staff is to be trained on the features and benefits of Green Cleaning.)
- **Mandatory Pre-Bid Conference and Mandatory Job Site Visits** – Failure to attend pre-bid conference and job site visits will cause your bid to be deemed non-responsive.
- **ALL items must be bid. A Blank, Zero or N/A will not be considered:**
All items must be bid. A blank space, N/A or a Zero (0) on the Schedule of Bid Items page may cause your bid to be deemed non-responsive. If your intention is No Charge, please write that in the Unit price column.

- **Force Majeure:** In case by reason of force majeure either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement, then except as otherwise expressly provided in this Agreement, if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied on, the obligations of the party giving such notice (other than the obligations of the Agency to make the payments required under the terms hereof, or to comply with the terms, conditions and requirements of this contract hereof), as far as they are affected by such force majeure, shall be suspended during the continuance of the inability then claimed which shall include a reasonable time for the removal of the effect thereof, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term "force majeure," as employed herein, shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of the public enemy, orders of any kind of the Government of the United States or of the State or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrest, restraining of government and people, civil disturbances, explosions, partial or entire failure of utilities, shortages of labor, material, supplies or transportation, or any other similar or different cause not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of existing or impending strikes, lockouts, or other industrial disturbances shall be entirely within the discretion of the party having the difficulty and that the above requirements that any force majeure shall be reasonably beyond the control of the party and shall be remedied with all reasonable dispatch shall be deemed to be fulfilled even though such existing or impending strikes, lockouts, and other industrial disturbances may not be settled but could have been settled by acceding to the demands of the opposing person or persons.

If the Company fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger the performance of this contract in accordance with its terms, and either of these two circumstances does cure such failure within a period of ten (10) days (or such longer period as the Parish may authorize in writing), after receipt of notice from the City specifying such failure; or

Continuing non-performance of the Proposer in terms of specifications shall be a basis for the termination of the contract by the City. The City shall not pay for work, equipment or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This however, shall in no way be construed as negating the basis for termination for non-performance; or

In the event the City terminates this Contract in whole or in part, as above provided, the City may procure, upon such terms and in such manner as the City may deem appropriate, items purchased similar to those terminated, and the Company shall be liable for any excess costs for such similar items, provided that the Company shall continue the performance of this contract to the extent not terminated under the provisions of this paragraph.

Ethics: Vendors and service providers are responsible for adhering to the Louisiana Code of Governmental Ethics throughout the duration of this contract. As such, vendors and service providers shall be responsible for determining and ensuring that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded a contract with the City/Parish.

The City of Baton Rouge and Parish of East Baton Rouge, Purchasing Division, is offering teleconference and in-person attendance by vendors at public bid openings for bids published by our office. Any vendor who would like to listen to the opening of this bid can access the following link, at the date and time of this bid opening:

Join by phone

+1-408-418-9388 United States Toll

Access code: 263 373 080 (followed by the # button)

Alternate numbers to call if number above is not available, which may occur due to network traffic (use the same Access Code, followed by the # button):

United States Toll (Boston) +1-617-315-0704

United States Toll (Chicago) +1-312-535-8110

United States Toll (Dallas) +1-469-210-7159

United States Toll (Denver) +1-720-650-7664
United States Toll (Jacksonville) +1-904-900-2303
United States Toll (Los Angeles) +1-213-306-3065

This link will provide you with live audio access to this bid opening. The link will be live at the noted bid opening time and date.

Mandatory Pre-bid Conference & Mandatory Job Site Visits

Mandatory Pre-Bid Conference:

When: **November 16, 2023**
Time: **9:30 A.M.**
Location: East Baton Rouge Main Library
7711 Goodwood Blvd.
Baton Rouge, LA 70806
Contact: Rhonda Pinsonat (for directions and concerning Pre-Bid Conference/Job Site Visits only)
Phone: 225-231-3705

Mandatory Job Site Visit:

The mandatory job site visit will begin immediately following the pre-bid conference on **November 16, 2023**. Only companies represented at the pre-bid conference **AND** job site visit shall be considered for award through this Invitation to Bid.

Vendor sign-in forms must be signed before leaving facility. It will be the responsibility of the bidder to ensure that a representative from their company signs the attendance sheets at pre-bid conference and at job site visit location. Failure to attend pre-bid conference and mandatory job site visit will cause your bid to be deemed non-responsive.

Questions regarding the pre-bid conference or job site visit may be directed to Rhonda Pinsonat at 225-231-3705.

Inquiry Period:

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written questions relative thereto. **Without exception, all questions MUST be in writing** (even if an answer has already been given to an oral question during the pre-bid conference or job site visit.)

Inquiries are to be directed as follows:

Hand Delivered, Courier, Delivery by United States Postal Services, E-mail or Fax

Mark W White, Purchasing Analyst
City-Parish Purchasing Department
222 St. Louis Street, Room 826
Baton Rouge, LA 70802

By email: ssylvan@brla.gov

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

All inquiries shall be received by 5:00 p.m. on November 22, 2023

Initial inquiries shall not be entertained thereafter.

CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Contractor shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A, Class VI or higher, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

A. General Liability Insurance

General Liability insurance, endorsed to provide coverage for explosion, collapse and underground damage hazards to property of others; Contractual Liability, Products and Completed Operations (for a minimum of two year after acceptance of the Work), Additional Insured and Waiver of Subrogation in favor of Contractor and Owner.

	Limits
General Aggregate	\$2,000,000
Products/Completed Operations	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Per Occurrence	\$1,000,000
Damage to Premises Rented to You	\$100,000
Medical Payments	\$5,000

B. Automobile Liability Insurance

Automobile Liability insurance which shall include coverage for all owned, non-owned and hired and shall be endorsed to include a Waiver of Subrogation and Additional Insured in favor of Contractor and Owner.

Bodily Injury and Property Damage	\$1,000,000 Combined Single Limit Each Occurrence (Minimum)
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C. Worker Compensation and Employers Liability Insurance

Subcontractor agrees to comply with Workers Compensation laws of the state where the Work is performed, and to maintain a Workers Compensation and Employers Liability policy. The policy shall include a Waiver of Subrogation endorsement in favor of the Contractor and Owner. Full statutory liability for State of Louisiana with Employer's Liability Coverage.

Workers Compensation	Statutory
Employer's Liability	\$1,000,000 Each Accident (Minimum) \$1,000,000 Disease Each Employee

D. Excess Umbrella Liability Coverage

Excess/Umbrella Liability insurance shall be follow form the primary coverages and shall be endorsed to include a Waiver of Subrogation and Additional Insured in favor of Contractor and Owner.

Bodily Injury and Property Damage	\$1,000,000 Combined Single Limit Each Occurrence (Minimum)
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E. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.

F. Waiver of subrogation in favor of City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.

G. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

H. The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge
Attn: Purchasing Division
222 St. Louis Street
8th Floor Room 826
Baton Rouge, LA 70802

Revised 11-22

SPECIFICATIONS
A21-0404 LEED CERTIFIED Janitorial Services for
EBR Main Library at Goodwood (Labor Only)

GENERAL: It is the intent of this Invitation to Bid to establish prices for an all-inclusive **LEED CERTIFIED** Janitorial Service contract for the EBR Main Library at Goodwood located at 7711 Goodwood Blvd., Baton Rouge, LA 70806. The square footage to be cleaned (not including the parking lot) is approximately 129,000 sq. ft. It should be noted that the overall square footage to be cleaned does not necessarily add up to the breakdown of the floor type square footages specified herein. The square footages do not include stairwells, etc.

NO SMOKING IN OR ON THE LIBRARY GROUNDS IS ALLOWED.

The Services being provided through this contract are considered “Green Cleaning” which means to help reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems and the environment. Refer to East Baton Rouge Parish Library LEED Green Cleaning Policy Document made a part of this Invitation to Bid for further details and requirements.

LEED REQUIREMENTS: **LEED CERTIFICATION OF ALL JANITORIAL STAFF ASSOCIATED WITH THIS CONTRACT IS REQUIRED.** Contractor should refer to the attached Green Cleaning Policy and High Performance Cleaning Program for requirements related to our LEED Certification.

All janitorial staff assigned to this location must have received Green Cleaning Training in accordance with the Library’s Green Cleaning Policy, by an authorized trainer. Janitorial staff should also receive training on chemical dilution, storage, and disposal, and appropriate equipment use. LEED training is the responsibility of the Contractor, as well as keeping up with all required documentation as described in the bid specifications throughout the contract term.

Successful contractor must provide documentation of LEED employee training within fourteen (14) days of the date of award, if not provided with bid submittal.

Documentation of training and procedures, at a minimum, should include sign-in sheets with a copy of the training material. Annual training logs should be kept by the contractor and submitted to the Library upon request. Contractor shall also provide documentation of floor maintenance, including floor care logs and carpet care logs. Floor care logs should include the number of coats of floor finish applied as base and top coats, relevant maintenance and restoration practices, and dates of both hard floors and carpets.

BUILDING INFORMATION: **Address:** 7711 Goodwood Blvd., Baton Rouge, LA 70806. The square footage figures are listed for bidder convenience and no guarantees are made concerning their accuracy. The Contractor is responsible for verifying the size and condition of the facility.

Approximate Breakdown of Flooring Type/Square Footage (Sq. ft.):

Carpet 84,333 sq. ft.	Walk off Mat (Carpet) 1,310 sq. ft.	Ceramic Tile 2,250 sq. ft.
Terrazzo 6,727 sq. ft.	Resilient Flooring 20,671 sq. ft.	

DAILY WORKING HOURS:

A minimum of six point five (6.5) full-time equivalent employees (52 man hours per day), with **at least four (4) full-time employees shall be provided for the duration of the below listed hours.** The City reserves the right to award an additional one or more full time employees for this contract (Line Item 2) if deemed in the best interest of the Library and City Parish. This determination will be made at the time of contract award. Beginning and ending work hours will be specified by the Library. Any deviation of the work hours must be agreed upon by the Library Representative and the Contractor. Janitorial staff must work only during the working hours specified by the Library. Contractor shall supply a sufficient number of employees at all times to ensure services required under this contract are adequately performed during the time periods noted below.

Current Starting and Ending Times for **Monday through Thursday:**

- 7:30 a.m. through 8:00 p.m. (At least 1 janitor needs to be scheduled from 4:00 pm to 8:00 pm)
- The 3rd Floor will not require cleaning after 5:00 p.m.

Current Starting and Ending Times for **Friday:**

- 7:30 a.m. through 6:00 p.m. (At least 1 janitor needs to be scheduled from 2:00 pm to 6:00 pm)

Current Starting and Ending Times for ***Saturday:**

- 8:00 a.m. through 6:00 p.m. (At least 1 janitor needs to be scheduled from 2:00 pm to 6:00 pm)

Current Starting and Ending Times for ***Sunday:**

- 1:30 p.m. through 8:00 p.m. (At least 1 janitor needs to be scheduled from 4:00 pm to 8:00 pm)

*** Note:** Routine **Saturday and Sunday** cleaning does not include full-building coverage or all of the deep cleaning tasks. On the 3rd floor, cleaning shall be required for break room and three (3) staff restrooms, but few or no staff works on the 3rd floor on weekends regularly. **The 3rd floor will require after 5 pm on week days and on weekends a check of the breakroom for trash and paper towel supply also a bathroom check for cleanliness and sufficient supplies.**

Note: The library may request additional staff during events with a large anticipated attendance.

The Contractor is responsible for cleaning and servicing all interior and exterior spaces of the building listed in this bid, with the following exceptions, which will be the responsibility of the Agency personnel to maintain:

- All mechanical rooms, heater rooms, fan rooms, electrical rooms, etc.
- The inside of cabinets, cupboards, drawers, etc.
- Computer Server Rooms

NOTE: The vendor shall sweep and mop the above rooms 2 times per year.

SUPPLIES/EQUIPMENT:

Furnished by Agency -All supplies will be furnished, including but not limited to:

1. Electrical power at existing outlets for the Contractor to operate such equipment as is necessary in the conduct of his work.
2. Hot and cold water as necessary.
3. Space in the building for the storage of an inventory of supplies and equipment, if available, which will be used in the performance of the work under the contract.
4. All materials, cleaning solvents, waxes, machinery, **and equipment** (such as, vacuum cleaners and buffers) that meet the requirements of the attached Green Cleaning Policy made a part of this Invitation to Bid.
 - a. Equipment provided by the library:
 - i. Upright vacuum cleaners – 7
 - ii. Walk-behind sweepers – 3 (2 small, 1 large)
 - iii. Buffer – 1 large
 - iv. Scrubbers – 1 small, 3 large, & 1 extra large
 - v. Pressure washers – 2
 - vi. Blower – 1
 - vii. Water Hose - 1
5. Toilet Tissue Dispensers. Stainless steel material, satin color, holds 2- 9 inch jumbo rolls, Lock/key.
6. Paper Towel Dispensers. Most are Bobrick Model No. B-2860 surface mounted roll tower dispenser with 50%-70% recycled steel content. 11.75 inch W x 15 inch H x 9 inch D.
7. Toilet Seat Cover Dispensers. Surface mount with 250 single fold or ½ fold toilet seat cover capacity. Made of 304 22 gauge stainless steel material. Satin finish, satin color. 11 inch H x 15 ¾ inch W x 2 inch D.
8. 2-way radios will be provided to be utilized as communication between the supervisor of the janitorial staff or a lead person and a designee from the library business office.

Contractor:

The Contractor shall furnish all labor, supervision and insurance necessary for the performance of the work of this contract unless otherwise specified herein

Contractor must provide a supervisor to make bi-weekly inspections/assessments of janitorial staff at each library.

All high contact areas must be cleaned and sterilized / disinfected at a minimum per CDC guidelines.

The current CDC guidelines can be found at:

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

BASE PRICE: The base price shall include the contractor providing all labor, supervision and insurance to perform all daily, weekly and monthly cleaning as specified herein.

SHAMPOO CARPET: Shampooing of carpets will be performed only upon the written request of the Library's representative normally once (1) per year. Special care shall be taken to ensure all furniture, baseboards, door facings and any other permanent fixtures are not marred or damaged, including carpet. Should damage occur, vendor must reimburse for the cost of repair. Remove gum, sticky residue, pick up trash and loose objects, vacuum and spot clean prior to shampooing carpet.

SPOT CLEANING OF CARPET: For the purpose of this contract, spot cleaning is defined as cleaning small areas of the carpet using a cleaning solution applied with a microfiber towel. The cleaning solution used will be supplied by the Library.

STRIP/WAX BARE FLOORS: Stripping and waxing of hard floor surfaces will be performed only upon the written request of the Library's representative normally once (1) per year. All edges, baseboards, corners, and door facings are to be cleaned of built-up dirt and other substances embedded in the finish. Agency employees will pick up boxes and items off the floor. Heavy items such as furniture will not be moved. Janitorial staff will move book trucks, remove gum, sticky residue, pick up trash and loose objects, vacuum and spot clean prior to waxing bare floors. Floor receptacles must not be waxed. Terrazzo only, the Resilient Flooring and the Ceramic Tile are not stripped and waxed.

NO-WAX FLOORS: The Library has installed mostly no-wax floors. The Library will supply all cleaning supplies for the no-wax floors. No other cleaner should be used on these floors, unless approved by the Library's representative. These floors are not to be waxed.

CLEAN / DUST: Countertops, podiums, low book stacks (sixty-six (66) inches high or lower), window sills (six (6) feet high or lower), and baseboards will be dusted on a regular dusting schedule.

QUARTERLY CLEAN / DUST: Desks, High sills (greater than six (6) feet high), book stack high tops (greater than sixty-six (66) inches in height), Mini-Blinds, will be cleaned/dusted only upon the written request of the library's representative. Library personnel will remove papers from desks prior to the dusting of desks. Normal schedule will be quarterly although special occasions may cause an additional occurrence.

PRESSURE WASHING: Buildings, Loading dock, Terrace areas, sidewalks around building, some parking lot (within 100 feet of building) pressure washing will be required at the written request of the Library's representative. Buildings and sidewalks will require pressure cleaning occasionally in specified areas due to slime, mold, etc. Total area for pressure washing estimated to be approximately 46,875 sq. ft. Quote is to be supplied to and approved by Library prior to work being performed. This to be done in small non-elevated areas only.

EMERGENCY CALL OUTS: Clean up may be required due to patron's "accidents". A minimum of two (2) hours will be paid for each call out. Emergency call out will be at the request of the Library's representative.

BIO-HAZARD CLEANUP: Bio-hazard kits shall be provided by the Library. Monthly kit inventory should be reported to the Business Office. Mop heads should be replaced immediately after cleanup of bio hazards.

SIGNS: Contractor must furnish signs to be used when cleaning areas of the library. One (1) sign should read "Cleaning in Progress" and another sign should read "Restroom cleaned at (time cleaned)". The signs must be placed on the restroom doors before, during and after cleaning. In addition, the contractor must provide safety signs such as "Wet Floor" and/or "Caution" signs, to be placed when an area is being mopped or may be wet. Contractor must provide enough signs to be used on multiple floors and areas simultaneously. Safety cones/signs for trip hazard, must also be furnished by the Contractor.

CLEANING SCHEDULES: Daily, weekly and weekend cleaning details are provided herein. The Contractor must post a list of the details of the specifications in the janitorial staff designated area. Contractual duties must be posted for janitorial staff. A schedule of restroom cleaning duties must also be posted to the restroom doors and the schedule must be initialed and the time of cleaning documented on the schedule by the individual responsible for cleaning the restroom. Restrooms are to be checked /cleaned every hour.

RECYCLING: The East Baton Rouge Parish Main Library participates in single stream recycling. The janitorial staff is required to take out recycling materials and place them into the recycling container provided in the service yard. Emptying items to be recycled into the trash receptacle is not acceptable.

RESTROOM DISPENSERS: All restrooms are currently equipped with dispensers for toilet paper, toilet seat covers, and paper towels. Items are to be bid to fit the **existing** dispensers.

SPECIAL REQUEST CLEANING: Occasionally, the Main Library will host a special event or may require additional staff to clean specific areas on a one-time basis. The special event may require janitorial staff for restroom cleaning, emptying garbage cans, spot vacuuming, mopping or dusting, etc. Janitorial staff may also be needed to assist in setting up or breaking down the meeting room for the event, including setting up chairs and/or tables or putting away chairs and/or tables. One or more additional janitorial staff may be required, depending on the size of the event or job. Pre Covid-19 the library averaged 20 special events requiring extra labor per year. 10 were after hours events and 10 were during regular hours but with a large attendance. An hourly rate per employee must be quoted for these special cleaning requests. Requests for special cleaning will be made by the Library, in writing, at least one week prior to the event date. Contractor is required to respond, in writing, to the request within 48 hours of receipt.

MEETING ROOM SETUP: Janitorial staff are frequently needed to assist library staff in setting up or breaking down a meeting room for an event. This may include setting up chairs and/or tables or putting away chairs and/or tables. And also, may include the wiping down of tables and any other cleaning that may be needed to prepare the room for usage.

MEETING/STUDY ROOMS WHITEBOARD CLEANING: Every morning all whiteboards in meeting or study rooms should be wiped clean before library opening.

CONTRACT RENEWAL: At the option of the Agency and acceptance by the Contractor, this contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions. Total contract may not exceed thirty-six (36) months.

INSURANCE REQUIREMENTS: Contractor's insurance certificate must be submitted and approved prior to the implementation of the contract and kept current throughout the term of the contract. The City of Baton Rouge and Parish of East Baton Rouge must be listed as an added insured. See Insurance Requirements listed elsewhere in this bid.

HOLIDAYS: The Contractor will not be responsible for having any personnel in the facility on these holidays. The Agency shall recognize the following holidays during the contract term, the dates may change nevertheless the holidays remain: New Year's Day, Martin Luther King Day, Mardi Gras Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve and Christmas Day. The Library reserves the right to adjust or augment public operating hours and the necessity of janitorial staff attendance during these adjusted public operating hours. Written notice will be given at least two weeks in advance for additional planned closures. This does not include emergency closures for weather related events. In the event of a closure with advance notice, Contractor should expect those hours to be deducted from that month's invoice.

CONTACT NAMES/STAFF ASSIGNMENTS: Library contact names will be distributed to the successful contractor upon implementation of the contract. The successful contractor must provide to the Library Business Office a written schedule of janitorial staff names and hours scheduled to work and Contractor must update the information as staff changes occur. Contractor must also indicate the number of breaks allowed each janitorial employee, the time of each break and the time of the lunch hour. The Library Business Office must be notified in writing in advance of janitorial staff absences, and contractor's plans for substituting employees so that there is a continuous work flow. Contractor must require telephone verification from each employee upon arrival and departure from the work site each day. Contractor must supply a sign-in/sign-out sheet at each location for their staff. Contractor is responsible for asking a designated Library staff member to verify and initial each entry – sign-in and sign-out - each day. A list of designated Library staff will be provided to Contractor upon award of contract. It is the Contractor's responsibility to ensure that their staff are following this procedure and to work with their staff to correct any adherence issues. The Contractor should be aware that if the sign-in/sign-out verification procedures are not followed, the Library will deduct from monthly invoices any unverified hours. The Library Business Office will maintain ownership of the sign-in sheets.

ABSENTEEISM: The Contractor shall provide relief personnel as necessary to ensure that each assignment is performed daily per contract specifications regardless of employee absenteeism. The Library reserves the right to reduce the contract amount for non-performance of duties.

SECURITY CLEARANCE REQUIREMENTS/STANDARDS OF CONDUCT: Contractor shall provide evidence of a security clearance program adopted by the company to the Agency. Due to the nature of this location, the agency requires the Contractor to provide to the City a FEDERAL and STATE Criminal Background Check issued by the Louisiana State Police, Bureau of Criminal Identification and Information and drug test/screen on all janitorial/custodial employees that will be working at the locations listed in this bid. Drug screens must be from a company that this service is a part of their routine business. These must be submitted before work starts, and the City also reserves the right to request criminal background checks and/or drug testing/screening all at no additional cost to the Agency, for all janitorial/custodial employees during the contract period as deemed needed. The City also reserves the right to request additional drug screens for janitorial staff for reasonable cause at any time during the life of the contract. Any janitorial staff that tests positive on any drug screen(s) shall be immediately dismissed. It is at the discretion of the City and/or Agency Representative to determine acceptability of Contractor's employees based on findings derived from criminal background checks.

Background checks and drug screening reports must be provided to the Library business manager prior to employees working at any library location.

KEYS: Contractor is to be responsible for all keys and pass cards issued. Keys are not to be left in doors and Contractor is not to admit anyone to offices while work is in progress unless advised by Agency contact. All doors are to be closed, locked, and checked before leaving the building. In the event of key loss, Contractor will reimburse Agency for replacement, or corrective measures, to include re-keying of affected locations.

CONTRACTOR REQUIREMENTS: The Contractor shall provide all supervision, labor, and insurance, to perform the janitorial and related services in accordance with the requirements of this contract. Contractor shall plan, coordinate, schedule, and assure effective performance of all services described herein. Sufficient personnel must be furnished by the Contractor to perform work efficiently and in a reasonable amount of time.

Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity. All Contractor's employees must be easily identifiable at all times by wearing identifying company name or logo imprinted on items such as apron, vest, jacket, shirt, etc. for their entire shift. Janitorial staff not wearing identifying company name or logo on their clothing will be sent home and a replacement will be expected within two hours.

Janitorial staff are expected to adhere to the same protocol that is set forth for Library staff in the Library's Dress Code Policy:

- Employees must always present a clean, professional appearance.
- Employees are expected to be well-groomed and wear clean clothing, free of visible holes, tears, or other signs of substantial wear.
- Closed-toed shoes are required for safety. Flip flops are prohibited.
- Heavy use of scented body products is not appropriate for the workplace.
- Clothing that can be interpreted by Library Administration as offensive, inappropriate, or revealing is prohibited.

For Example; Tube tops, spaghetti straps, visible undergarment or clothing with curse words, lewd/obscene/violent images or text, or political slogans or messages.

All Contractor personnel are expected to work in a manner which will maintain the security and best interests of the City of Baton Rouge, East Baton Rouge Parish, here after referred to as "Agency". Contractor must advise all employees not to disturb papers, files, desk drawers, and not to utilize City Parish property such

as computers, fax machines, telephones, copier machines, etc. within the building. Janitorial staff must not ask library staff for money nor must janitorial staff ask library staff to assist in any type of janitorial duty. Personal telephone calls and socializing must be limited to lunch and break periods. Library telephones are restricted for personal use and contractor's employees may only use telephones specified by library staff. Books and newspapers must not be removed from designated areas.

All services performed, material furnished or utilized in the performance of services, and workmanship in the performance of services, shall be subject to inspection by the Agency to the extent practicable, during the term of the contract. All inspections by the Agency shall be made in such a manner as not to unduly delay the work.

In case an emergency condition exists, (such as flooding of a particular section of the building), the Contractor shall divert his force, or such part thereof as deemed necessary by the Agency Representative from their normal assigned duties to meet the condition. When these employees are no longer needed, they shall be directed by the Contractor to return to their normal duties and the Contractor shall not be penalized for the portion of the normal daily work which otherwise would have been performed but was neglected.

The Agency reserves the right to require the Contractor to dismiss any employees deemed incompetent, careless, insubordinate or otherwise objectionable or any person whose actions are deemed to be contrary to public interests or inconsistent with the best interest of the Agency. The Contractor agrees that during the term of this contract, he and his employees will conduct themselves in a careful and prudent manner and that he will not permit the facility to be used for purposes other than those specified herein.

The Contractor shall not allow any person less than 18 years of age or any person that is not on the Contractor's payroll into the facility at any time. Children of janitorial employees must not accompany their parents to work.

The Contractor will be directly responsible for any and all damages to the building or its contents caused by Contractor employees.

The Contractor will be responsible for compliance with all Agency policies, security measures, and vehicle regulations. Any Contractor employee who is found to be in violation of this policy will be subject to immediate dismissal.

The Contractor will hold and save the Agency, its officers, agents, and employees harmless from liability of any nature or kind including costs and expenses for or any account of lawsuit or damages of any character whatsoever resulting from injuries or damages sustained by any person or persons or property by virtue of performance of this contract by the Contractor or its agents.

The Contractor is to contract for services, and employment in his firm's name only, and will not implicate the Agency directly or by inference in these transactions. The Contractor is to be in all respects an independent Contractor and none of his/her employees is to be regarded as employees of the Agency. The contract is not to be assigned or transferred by the Contractor to any subcontractor or franchisee, or any other party during the term of the contract.

The terms and conditions of this contract cannot be changed, altered, or modified in any way without the advance written approval of the Agency. If, because of reasons beyond the control of the Agency (e.g. fire), business operation in all or part of the building is interrupted or stopped, the Agency shall have the right to terminate this contract upon ten (10) days certified written notice without any penalty thereof.

The Contractor shall purchase all licenses necessary for the conduct of these operations and pay all applicable Local, State, and Federal taxes.

BIDDER'S QUALIFICATIONS/REFERENCES:

BIDDER'S QUALIFICATIONS:

Bidder must be an established business having at least three (3) years satisfactory experience in full-service janitorial maintenance. Bidder must have satisfactorily performed in a comparable facility, under a comparable scope of work, for a period of not less than two (2) years. Bidder must have satisfactorily completed one (1) project of approximately two-thirds (2/3) or more of the square footage on which he is bidding. (Library is 129,000sq.ft.)

Each bidder should attach an organizational profile of their company, including but not limited to the following information:

1. The year the company was formed.
2. Total number of years of company janitorial experience.
3. Total number of custodial employees employed with the company.
4. Total number of businesses (not residential) and/or comparable facilities under contract for janitorial services.
5. Total number of custodial employees (full-time and part-time) as well as management personnel bidder intends to utilize for this contract.
6. Type of janitorial services performed.

Documentation of qualifications should be submitted with bid, or must be submitted within five (5) days of request by the Purchasing Division. Failure to comply with this requirement will eliminate bidder from further award consideration.

CONTRACTOR REFERENCES:

The Contractor **must** submit at least three (3) references from facilities where similar services have been successfully performed within the last three (3) years.

Each Reference **must** include the following information:

1. Name and address of facility where services were provided
2. Name of contact person, email, and phone number at the facility
3. Approximate square footage of the cleaning area
4. Begin and Ending Dates of services performed. If your company is still currently providing services at your referenced location, your End Date for services shall be listed as CURRENT.
5. List of services performed at each facility

Documentation of references should be submitted with bid, or must be submitted within five (5) days of request by the Purchasing Division. Failure to comply with this requirement will eliminate bidder from further award consideration.

CONTRACTOR'S STAFF:

Contractor Supervision: The Contractor shall arrange for satisfactory supervision of the contract work. It shall not be considered a responsibility of the Agency.

Contract Manager: The Contractor shall provide the name, address, telephone number, fax number, and an email address for the Contract Manager. This information must be kept current throughout the contract, with written notice given to the Agency representative.

Functioning telephone, fax, and cell phone numbers and e-mail addresses that can accept voice mail communications or electronic transmissions must be maintained by the Contract Manager. Any change in telephone, cell phone, and fax numbers or e-mail addresses must be available to the Agency within a twenty-four (24) hour period. Failure to report these changes may constitute grounds for placing the Contractor in default.

All calls and pages shall be returned within a two (2) hour period. Failure to return calls and pages within two hours may constitute grounds for placing contractor in default. The Contract Manager is responsible for the management and scheduling of work to be performed under this contract. Any person filling this position must have prior approval.

On-Site Supervisor: The Contractor shall provide the name, address, and telephone number of the on-site supervisor in writing to the Agency representative. The term "On-site supervisor" means a person designated by the Contractor who has full authority to act on behalf of the Contractor on a day-to-day basis while working at the work site. Any person filling this position must have prior approval. On-site supervisor shall have at least two (2) years experience as a supervisor with company. Supervisor is to make bi-weekly inspections/assessments of janitorial staff. Bi-Weekly meetings with the Library Business Office staff to review assessments and inspections are required. Any change in telephone/beeper numbers must be available to the Agency within a twenty-four (24) hour period. Failure to report these changes may constitute grounds for placing the Contractor in default.

Contractor will meet with Library staff and janitors assigned to the Library prior to the contract commencing for orientation. The Library would like to receive a copy of any employee policies that the Contractor's employees are subject to so that both the Contractor and the Library have the same expectations of employees assigned to work at the location.

Qualifications of Personnel: The Contract Manager and supervisory personnel shall possess recent satisfactory experience in the management and supervising of custodial type operations. The personnel employed by the Contractor shall be capable employees, qualified in custodial work. The building shall be staffed beginning the first day of work under the contract, which is projected to begin on date of contract award. The staff shall be trained, and an experienced cleaning personnel that exhibit the capability of performing contract services with a minimum level of supervision. All personnel will receive close and continuing first-line supervision by the Contractor. Any non-compliance with terms of qualification will be cause for removal from the building.

Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. The contractor is responsible for ensuring that his employees do not disturb papers on desks, open desk drawers, or cabinets, or use Agency computers, fax machines, telephones, copy machines or search any desks.

The City-Parish reserves the right to add or delete a location or square footage on this contract, at any time during the contract term. In the event a facility or area is added or deleted, monthly billing will be pro-rated accordingly and an official amendment to the contract will be issued by the Purchasing Division.

METHOD OF AWARD: City Parish reserves the right to award items as specified as deemed to be in the best interest of the City-Parish (Agency).

ALL items must be bid. A Blank, Zero or N/A will not be considered:

All items must be bid. A blank space, N/A or a Zero (0) on the Schedule of Bid Items page may cause your bid to be deemed non-responsive. If your intention is No Charge, please write that in the Unit price column.

FORMULAS FOR CALCULATING PRICE (per month, per occurrence, & per year):

ITEMS 0001, 0003, 0004, 0005, 00007 and 0010

Per Occurrence = QUANTITY X UNIT PRICE (PER SQ FT)

ITEMS 0006

Annual Cost = QUANTITY X UNIT PRICE (PER QUARTER)

ITEMS 0002, 0008 AND 0009

Extended Total = QUANTITY X UNIT PRICE (PER HOUR)

Scheduling Work and Reporting: The Contractor shall submit to the Agency representative a weekly work report of the jobs performed for comparison with the scheduled requirements. This report can be in the form of a checklist. It will also include all periodic work performed, such as, stripping and waxing a specific floor. Contractor's personnel will not engage in conversation with building occupants.

Quality Control Program: The Contractor will establish a complete daily quality control program to assure the requirements of the contract are provided as specified. Within five (5) working days prior to the starting date of the contract or within a time agreed upon between the Agency contact person and Contractor, the Contractor shall submit a copy of his/her program to the Agency contact. The program shall include, but not be limited to the following:

1. An inspection system covering all the services stated in the schedule. A checklist used in inspecting contract performance during regularly scheduled or unscheduled inspections.
2. The checklist shall include every area of the operations serviced by the Contractor, as well as, every task required to be performed.
3. A system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable.
4. A checklist used in hourly inspecting of restrooms during regularly scheduled or unscheduled inspections with a place to document time and date of inspection and a location for each inspection to be initialed.

The furnishing of Material Safety Data Sheets is not applicable to this Invitation to Bid as the Library will be furnishing all chemicals.

**CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE
PURCHASING DIVISION**

**Cleaning Schedule for East Baton Rouge Parish Main Library at Goodwood (Labor Only)
7711 Goodwood Boulevard, Baton Rouge, LA 70806**

DAILY WORKING HOURS: A minimum of five point six (6.5) full-time equivalent employees (52 man hours per day), with **at least four (4) full-time employees shall be provided for the duration of the below listed hours.** The City reserves the right to award an additional one or more full time employees for this contract (Line Item 2) if deemed in the best interest of the Library and City Parish. This determination will be made at the time of contract award. Beginning and ending work hours will be specified by the Library. Any deviation of the work hours must be agreed upon by the Library Representative and the Contractor. Janitorial staff must work only during the working hours specified by the Library. Contractor shall supply a sufficient number of employees at all times to ensure services required under this contract are adequately performed during the time periods noted below.

Current Starting and Ending Times for Monday through Thursday:

7:30 a.m. through 8:00 p.m. (At least 1 janitor needs to be scheduled from 4:00 pm to 8:00 pm)
The 3rd Floor will not require cleaning after 5:00 p.m.

Current Starting and Ending Times for Friday:

7:30 a.m. through 6:00 p.m. (At least 1 janitor needs to be scheduled from 2:00 pm to 6:00 pm)

Current Starting and Ending Times for *Saturday:

8:00 a.m. through 6:00 p.m. (At least 1 janitor needs to be scheduled from 2:00 pm to 6:00 pm)

Current Starting and Ending Times for *Sunday:

1:30 p.m. through 8:00 p.m. (At least 1 janitor needs to be scheduled from 4:00 pm to 8:00 pm)

* **Note:** Routine Saturday and Sunday cleaning does not include full-building coverage or all of the deep cleaning tasks. On the 3rd floor, cleaning shall be required for break room and three (3) staff restrooms, but few or no staff works on the 3rd floor on weekends regularly.

Note: The library may request additional staff during events with a large anticipated attendance. (See special request Cleaning on page 17.)

CLEANING – GENERAL INFORMATION: A neutral PH deodorizing disinfectant solution must be used for all cleanings and floor maintenance. Untreated mops are to be used, and mop water must be changed after cleaning each restroom and changed repeatedly during other mopping's. Weekend cleanings will include emptying all interior and exterior trashcans, mopping restroom hard surface floors, cleaning restroom toilets, sinks, sink fixtures, and replenishing restroom supplies. Some limited vacuuming may be required on weekends.

The Library will be utilizing single stream recycling, portable recycling carts will be provided by Recycling company to bring recycling from inside building to dumpster in service yard.

Corners shall be dirt, cobweb, and lint free. Door jams and baseboards free of dirt and mop stain build-up. All debris, paper, lint, dust, and dirt removed.

Floors shall be free of dirt (including corners), stains, paper, cobwebs, water, mop stains and debris. Clean restroom mirrors. Spot wash restroom walls, shower rooms (if applicable), partitions and doors.

Baseboards and panel bases are to be clean of dirt build-up and stains. Drains free of debris and hair. Toilets and urinals free of mineral build-up and stains, dust, dirt and spots. Flush valves clean and polished.

Toilet seats, top side and bottom side shall be free of spots and stains. Dispensers shall be stocked daily and maintained at adequate level (liquid, foam, soap and paper products). Dispensers shall be clean and dust free.

Empty all waste baskets; insert new can liners and place trash outside in receptacles for pickup. All areas around the outside dumpster area must be clean and free of debris. No boxes should be left on the ground. All items designated for garbage pickup must be properly disposed.

CLEANING SCHEDULE:

1. Elevators:

Daily Elevators:

- Sweep hard surface floors, including removal of gum, stains, etc.
- Wipe interior/exterior doors, door frames, and walls
- Clean handrails
- Spot clean elevator walls

Weekly Elevators:

- Vacuum elevator door tracks
- Damp mop hard surface floors, including removal of gum, stains, etc.
- Wipe elevator floor dry after mopping

2. Stairways and Stairwells:

Daily Stairways and Stairwells:

- Sweep hard surface floors/steps/stair landings, including removal of gum, stains, etc.
- Clean stairway handrails.

Weekly Stairways and Stairwells:

- Damp mop hard surface floors/steps/stair landings, including removal of gum, stains, etc.

3. Restrooms:

Daily Restrooms: Restrooms to be checked every hour (documented) and cleaned twice a day.

- Empty all trashcans and replace liners with new plastic trashcan liners
- Clean all urinals and toilets, including exposed pipes
- Clean sinks, sink fixtures, and countertops
- Check all dispensers for supplies (paper towels, soap, toilet tissue, deodorizers, diaper decks)
 - a. Refill dispensers, if needed (do not place paper towels on top of dispensers)
 - b. Clean all dispensers

Daily Restrooms continued:

- Sweep or vacuum and damp mop floors, including removal of gum, stains, etc.
- Clean mirrors with glass cleaner
- Clean light switches
- Spot clean interior/exterior stall doors (including handles and locks), walls and partitions
- Spot clean entry doors, door handles and doorframes
- Report non-removable graffiti and biohazard materials to supervisor immediately.

Weekly Restrooms:

- Polish all sinks and sink fixtures
- Maintain the floor drains by pouring a cleaning agent down the drain. The cleaning agent must be specifically designed for use in drains, and must be safe for humans and the environment. The drains must be kept odor-free.
- Wash all trashcans and/or trashcan fixtures.

4. Staff Lounges/Staff Workrooms:

Daily Staff Lounges/Staff Workrooms: Lounges and Workrooms must be checked twice a day and cleaned daily.

- Empty all trashcans and replace liners with new plastic trashcan liners
- Clean all tables, chairs, cabinets, countertops, appliance exteriors, including the tops of refrigerators, sinks and sink fixtures
- Sweep/dust mop or vacuum all hard floor surfaces, including removal of gum, stains, etc.
- Vacuum all carpets, mats and rugs, including removal of gum, etc.; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position*
- Clean light switches
- Spot clean upholstered surfaces.

Weekly Staff Lounges/Staff Workrooms:

- Polish sinks and sink fixtures
- Spot clean doors, door handles, and doorframes
- Spot clean walls
- Damp mop all hard floor surfaces, including removal of gum, stains, etc.
- Vacuum upholstered surfaces.

5. Corridors/All Public Areas:

Daily Corridors/Public Areas:

- Empty trashcans and replace liners with new plastic trashcan liners
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.
- Vacuum all carpets (including stack areas), mats and rugs, including removing gum, stains, etc.
- Spot clean carpet stains
- Spot clean walls, doors, door handles, and doorframes within these areas
- Spot clean upholstery with upholstery cleaner
- Clean water fountains.

Weekly Corridors/Public Areas:

- Vacuum upholstered chairs/surfaces
- Damp mop all hard surface floors, including removal of gum, stains, etc.
- Polish water fountains.

6. Entryways/Patios/Courtyards/Rooftop Terrace:

Daily Entryways/Patios/Courtyards/Rooftop Terrace:

- Empty all outside trashcans, and replace liners with new trashcan liners
- Sweep and dispose of all trash and debris from sidewalk outside the entry area
- Sweep all outside patio areas and benches
- Clean all entry doors, door handles, and doorframes
- Clean glass on entry doors, courtyard windows, courtyard rails, and patio doors with glass cleaner

- Clean glass surrounding the patio area
- Sweep or vacuum all hard surface floors inside entryway; *all mats and/or rugs must be removed prior to sweeping or vacuuming, then replaced in a safe position*
- Vacuum and damp mop foyer and front entry area
- Vacuum and spot clean carpet, including removing gum, etc. inside entryway
- Spot clean entry walls inside building.

Weekly Entryways/Patios/Courtyards/Rooftop Terrace:

- Wash all outside trashcans.
- Sweep all sidewalks adjacent to buildings
- Sweep bicycle parking areas and loading docks; trash must be picked up and deposited into trash containers
- Cobwebs must be removed to a height of 10 feet
- Clean walk-off carpet at entry according to LEED specifications

7. Plaza/Parking Lot:

Daily Plaza:/Parking Lot

- Empty all outside trashcans, (approximately 10 cans) and replace all liners with new trashcan liners
- Pickup, remove and dispose of all trash and debris from sidewalk outside the entry area, parking lots and other areas of Library campus inside of fence
- Sweep all outside patio areas and benches
- Spot clean entry walls inside building
- Clean benches, chairs, and tables
- Dip out leaves, trash and debris from the 2 Plaza fountains

Weekly Plaza/Parking Lot

- Wash all outside trashcans
- Sweep all sidewalks adjacent to buildings
- Sweep bicycle parking areas, dumpster area and loading docks; trash must be picked up and deposited into trash containers
- Blowing Parking lot clean of debris (Trash, leaves, etc.) trash must be picked up and deposited into trash containers

8. Dusting/Wiping:

All dusting must be performed with microfiber dusting cloths.

NO DUST WANDS ALLOWED.

Daily Dusting:

- Clean all showcases with glass cleaner
- Wipe all showcase frames
- Wipe all computer tables using a disinfectant

Weekly Dusting – Rotating Sections to be dusted Monday – Friday:

- Wipe all tables, chairs, desks and countertops in all divisions
- Wipe all bookshelves and filing cabinets
- Wipe all carousels housing DVDs, paperbacks, etc.
- Wipe all windowsills and ledges
- Wipe all air vents

9. Offices/Meeting Rooms:

Daily Offices/Meeting Rooms/Conference Rooms/Group Study/Quiet Reading:

- Empty all trashcans and replace liners with new trashcan liners
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, stains, etc.
- Vacuum all carpets, including removal of gum, etc.
- Spot clean carpet stains

Weekly Offices/Meeting Rooms/ Conference Rooms/Group Study/Quiet Reading:

- Vacuum and spot clean upholstered chairs in
- Spot clean doors, door handles and doorframes
- Clean light switches
- Polish sinks and sink fixtures

10. Shipping Rooms/Janitorial Supply Rooms/Loading Dock/Shipping yard:

Daily Shipping Rooms/Janitorial Supply Rooms/Loading Dock/Shipping yard:

- Empty all trashcans and replace liners with new trashcan liners
- Sweep/blow concrete in Shipping yard and at Loading Dock
- Pickup and dispose of trash in Shipping Yard and at Loading Dock.
- Sweep/dust mop or vacuum all hard surface floors, including removal of gum, etc.
- Vacuum all carpets, rugs and mats, including removal of gum, etc.
- Clean sinks, countertops, exterior of appliances
- Place all supplies on shelves in janitorial closet
- Rinse and disinfect mop heads and buckets after daily usage
- Empty vacuum bags
- Keep janitorial closet doors locked during working hours.

Weekly Shipping Rooms/Janitorial Supply Rooms/Loading Dock/Shipping yard:

- Clean and disinfect "tub" area.
- Spot clean doors, door handles and doorframes
- Clean light switches
- Damp mop all hard surface floors, including removal of gum, etc.
- Wash down (hose) concrete in dumpster area, shipping area and at Loading Dock.

AREAS TO BE SERVICED

Floor	Item	Type	Location	Room	Quantities	Urinals	Stalls
One	Staff Restroom			152 153	2		
Third	Sink	Single sink	Workroom in administration	325	1		
Third	Sink	Single sink	Staff lounge	344	1		
Third	Sink	Single sink	Public Relations	334	1		
Third	Sink	Single sink	Conference Room	332	1		
Third	Sink	Single sink	Technical Services	312	1		
Third	Sink	Single sink	Computer Services	302	1		
Third	Water Fountain	Two Single Fountains	Outside 3rd floor staff restrooms near staff lounge		2		
Second	Water Fountain	Two Single Fountains	Outside public restrooms in reference		2		
Second	Sink	Single Sink	Baton Rouge Room Lab	235	1		
Second	Sink	Single Sink	Reference Workroom	227	1		
First	Water Fountain	Two Single Fountains	Outside the public restrooms near the large meeting room	107	2		
First	Water Fountain	Two Single Fountains	Outside the family restrooms in the Children's area	138	2		
First	Sink	Single Sink	Teen Program Room	124	1		
First	Sink	Single Sink	Conference Room	102	1		
First	Sink	Single Sink	Meeting Room Pantry	114	1		
First	Sink	Single Sink	Circulation Workroom	171	1		
First	Sink	Single Sink	Outreach	166	1		
First	Sink	Single Sink	Children's Workroom	147	1		
First	Sink	Single Sink	Shipping/Delivery/Receiving	157	1		
	Stairwells	Service Stairwell	East side of building		2		
	Stairwells	Service Stairwell	South side of building		1		
	Stairwells	Service Stairwell	West side of building		1		
	Stairwells	Grand Stairwell	Middle of Building		1		
First	Walkoff Carpet		Entry	117	Note: weekly cleaning is a LEED requirement		
First	Walkoff Carpet		Lobby	101	Note: weekly cleaning is a LEED requirement		
First	Walkoff Carpet		Staff Hall	151	Note: weekly cleaning is a LEED requirement		

Floor	Item	Type	Location	Room	Quantities	Urinals	Stalls
First	Men's Public Restroom	Three Urinals	Near large meeting room	109		3	
	Men's Public Restroom	Four stalls	Near large meeting room	109			4
First	Women's Public Restroom	Eight Stalls	Near large meeting room	108			8
First	Staff Restroom	Single Stall w/shower		152			1
First	Staff Restroom	Single Stall w/shower		153			1
First	Family Restroom	Single Stall	Near Children's	148			1
First	Family Restroom	Single Stall	Near Children's	149			1
Second	Women's Public Restroom	Four stalls		217			4
Second	Men's Public Restroom	Two Urinals		218		2	
Second	Men's Public Restroom	Two Stalls					2
Second	Staff Restroom	Single stall		226			1
Second	Staff Restroom	Single stall		225			1
Third	Staff Restroom	Single stall	Administration	319			1
Third	Staff Restroom	Single stall	Director's Office	331			1
Third	Staff Restroom	Single stall	Near staff lounge	339			1
Third	Staff Restroom	Single stall	Near staff lounge	340			1
Third	Janitor's Closet	Single sink	Near staff lounge	341	1		
Second	Janitor's Closet	Single sink	Near Reference	224	1		
First	Janitor's Closet	Single sink	Large Meeting Room	112	1		
First	Janitor's Closet	Single sink	Near Children's workroom	154	1		
Elevators	Public Elevators	One Elevator - C	One is near the lobby		1		
	Public Elevators	Two Elevators - A & B	Two are near the Career Center		2		
	Staff Elevator	One Elevator	In Staff Hallway		1		

LEED

LEED 2009 FOR EXISTING BUILDINGS
OPERATIONS AND MAINTENANCE

INDOOR ENVIRONMENTAL CONTROL
IEQ 3 – GREEN CLEANING



EAST BATON ROUGE PARISH
LIBRARY

**CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE
LIBRARY BOARD OF CONTROL**

**LEED 2009 FOR EXISTING BUILDINGS
OPERATIONS AND MAINTENANCE:
IEQ 3 – GREEN CLEANING**

IEQ Prerequisite 3: Green Cleaning - Policy

To reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems and the environment.

Requirements

Have in place a green cleaning policy for the building and site addressing the following green cleaning credits and other requirements:

- Purchase sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in **IEQ 3.3: Green Cleaning - Purchase of Sustainable Cleaning Products and Materials**.
- Purchase cleaning equipment meeting the sustainability criteria outlined in **IEQ 3.4: Green Cleaning - Sustainable Cleaning Equipment**.
- Establish standard operating procedures addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed and audited. Specifically address cleaning to protect vulnerable building occupants.
- Develop strategies for promoting and improving hand hygiene, including both hand washing and the use of alcohol-based waterless hand sanitizers.
- Develop guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents.
- Develop requirements for staffing and training of maintenance personnel appropriate to the needs of the building. Specifically address the training of maintenance personnel in the hazards of use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.
- Provide for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures and processes.

This policy must adhere to the **LEED 2009 for Existing Buildings: Operations & Maintenance** policy model. At a minimum, the policy must cover the green cleaning procedures and materials that are within the building and site management's control.

Potential Technologies & Strategies

During the performance period, establish a written green cleaning policy addressing SOPs, sustainable products and equipment, chemical handling and storage, and staff training.

IEQ 3.1: Green Cleaning High-Performance Cleaning Program

Intent

To reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems and the environment.

Requirements

Have in place during the performance period a high-performance cleaning program, supported by a green cleaning policy (**IEQ Prerequisite 3: Green Cleaning Policy**), that addresses the following:

- Provide an appropriate staffing plan.
- Implement a training of maintenance personnel in the hazards, use, maintenance, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.
- Use chemical concentrates with appropriate dilution systems to minimize chemical use wherever possible.
- Use sustainable cleaning materials, products, equipment, janitorial paper products and trash bags (including microfiber tools and wipes).
- Use sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in **IEQ 3.3: Green Cleaning - Purchase of Sustainable Cleaning Products and Materials**.
- Use cleaning equipment meeting the sustainability criteria outlined in **IEQ 3.4: Green Cleaning - Sustainable Cleaning Equipment**.

Potential Technologies & Strategies

Have in place during the performance period a high-performance cleaning program, supported by policy, staffing plans, standard operating procedures and storage procedures that address sustainable and effective cleaning and hard floor maintenance.

IEQ 3.2: Green Cleaning Custodial Effectiveness Assessment

Intent

To reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems and the environment, by implementing, managing and auditing cleaning procedures and processes.

Requirements

Conduct an audit in accordance with APPA Leadership in Educational Facilities' (APPA) "Custodial Staffing Guidelines" to determine the appearance level of the facility.

- The facility must score 3 or less.

More information about the audit procedures is provided in the LEED Reference Guide for Green Building Operations & Maintenance, 2009 Edition.

Potential Technologies & Strategies

Designate an individual or team to conduct a walk-through inspection of a sample of rooms in the building to evaluate the effectiveness of the cleaning program. Identify areas that fall below the owner's expected standard and make improvements to the cleaning program accordingly.

Documentation Required:

Vendor shall provide documentation that all janitorial staff assigned to the Main Library have received Green Cleaning training in accordance with the Library's Green Cleaning Policy, by an authorized trainer. Janitorial staff should also receive training on chemical dilution, storage, and disposal, and appropriate equipment use. Annual training logs should be kept by the vendor and submitted to the Library upon request.

Vendor shall provide documentation of floor maintenance, including floor care logs and carpet care logs. Floor care log should include number of coats of floor finish applied as base and top coats, relevant maintenance and restoration practices and dates for both hard floors and carpets.

IE Q 3.3: Green Cleaning

Purchase of Sustainable Cleaning Products and Materials

Intent

To reduce the environmental impacts of cleaning products, disposable janitorial paper products and trash bags.

Requirements

Implement sustainable purchasing for cleaning materials and products, disposable janitorial paper products and trash bags. Cleaning product and material purchases include items used by in-house staff or outsourced service providers. One point is awarded if 30% of the total annual purchases of these products (by cost) meet at least 1 of the following sustainability criteria:

1. The cleaning products meet 1 or more of the following standards for the appropriate category:
 - Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes.
 - Environmental Choice CCD-110, for cleaning and degreasing compounds.
 - Environmental Choice CCD-146, for hard surface cleaners.
 - Environmental Choice CCD-148, for carpet and upholstery care.

2. Disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards meet 1 or more of the following standards for the appropriate category:
 - Green Seal GS-40, for industrial and institutional floor care products.
 - Environmental Choice CCD-112, for digestion additives for cleaning and odor control.
 - Environmental Choice CCD-113, for drain or grease traps additives.
 - Environmental Choice CCD-115, for odor control additives.
 - Environmental Choice CCD-147, for hard floor care.

3. Disposable janitorial paper products and trash bags meet the minimum requirements of 1 or more of the following programs for the applicable product category:
 - Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners.
 - Green Seal GS-09, for paper towels and napkins.
 - Green Seal GS-01, for tissue paper.
 - Environmental Choice CCD-082, for toilet tissue.
 - Environmental Choice CCD-086, for hand towels.
 - Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.

4. Hand soaps meet 1 or more of the following standards:
 - No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements).
 - Green Seal GS-41, for industrial and institutional hand cleaners.
 - Environmental Choice CCD-104, for hand cleaners and hand soaps.

Potential Technologies & Strategies

When purchasing materials or supplies, specify that they meet 1 or more of the sustainability criteria.

Additional Recommended Green Cleaning Purchasing Guidelines

This section provides guidelines for being in compliance with Leadership in Energy and Environmental Design (LEED) requirements. Below is a continued list of environmentally preferable cleaning products and equipment that are recommended for use by a Custodial Service Provider.

Products and Equipment

1. Cleaning Products:

The 3M Twist'n Fill system features a single compact dispenser designed to accurately mix and dispense a wide range of concentrated cleaning chemicals. Only cold water will be used.

- 3M Twist 'n Fill #1 Concentrated - Glass Cleaner (Green Seal certified)
- 3M Twist 'n Fill #3 Concentrated - Neutral Cleaner (Green Seal certified)
- 3M Twist 'n Fill #4 Concentrated - Bathroom Disinfectant Cleaner (Green Seal certified)
- 3M Twist 'n Fill #8 Concentrated - General-Purpose Cleaner (Green Seal certified)
- Freedom RTD manufactured by Diversey, floor finish stripper (Green Seal certified)
- Procyon, all-natural and environmental friendly carpet cleaning product (Indoor Air Quality (IAQ) approved)
- Gojo foamed hand soaps (Green Seal certified)
- Pumice stick, environmental friendly cleaning product used for scrubbing toilet bowl

2. Floor Finish:

- Vect - a High-Performance Floor Finish - manufactured by Johnson Diversey, which meets low VOC (Volatile Organic Compounds) cleaning products.

3. Paper Products:

- Manufacturer: Georgia-Pacific; Brand: Envision
- Toilet Tissues: 100% recycled; 80% PCW
- Manufacturer: Kimberly-Clark; Brand: Scott
- Paper Towels: meets EPA standards with 70% recycled and 40% PCW

4. Other products:

- High-density can liners
- Compostable can liners
- Recycled entrance mats

5. Equipment:

- ProTeam backpack vacuum equipped with HEPA filter.
- Versamatic upright vacuum cleaner.
- Whirlamatic 20 Ultra, burnishing machine with air filter and dust collection bag.
- Micro-fiber (oil-free) dust- mops
- Micro-fiber cloths
- 3M EasyScrub Express Micro-fiber flat mops allow reductions of water consumption and waste water into water stream.
- Tennant Auto-Scrubbers with F.A.S.T (Green Seal, NFSI, NSF, and LEED certified) and Echo technology (uses only water, no chemical)
- Tennant Dual Technology Extractor (LEED and CRI certified)
- ModoVap vapor machine (certified disinfectant machine using no chemicals)

Recycling Program

- Floor pads are cleaned and recycled until they are unusable.
- Comet launderable wet-mops
- Twist 'n Fill chemical containers
- Other recycled materials: papers, cardboards, plastics, bottles, woods, metals, batteries, food waste compost.

IE Q 3.4: Green Cleaning Sustainable Cleaning Equipment

Intent

To reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants that adversely affect air quality, human health, building finishes, building systems and the environment, from powered cleaning equipment.

Requirement

Implement a program for the use of janitorial equipment that reduces building contaminants and minimizes environmental impact. The cleaning equipment program must require the following:

- Vacuum cleaners are certified by the Carpet and Rug Institute “Green Label” Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA.
- Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute’s “Seal of Approval” Testing Program for deep-cleaning extractors.
- Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishers, is equipped with vacuums, guards and/or other devices for capturing fine particulates and operates with a sound level of less than 70dBA.
- Propane-powered floor equipment has high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90dBA.
- Automated scrubbing machines are equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products.
- Battery-powered equipment is equipped with environmentally preferable gel batteries.
- Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.
- Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces. Keep a log for all powered cleaning equipment to document the date of equipment purchase and all repair and maintenance activities and include vendor specification sheets for each type of equipment in use.

Potential Technologies & Strategies

Develop, implement and maintain a policy for the use of low-impact powered cleaning equipment. Evaluate the powered cleaning equipment currently being used and make a plan for upgrading to powered cleaning equipment that reduces building contaminants and minimizes environmental impact.

IEQ 3.5: Green Cleaning Indoor Chemical and Pollutant Source Control

Intent

To reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants, that adversely affect air quality, human health, building finishes, building systems and the environment.

Requirements

Employ permanent entryway systems (grilles, grates, mats) at least 10 feet long in the primary direction of travel to capture dirt and particulates entering the building at all public entry points, and develop the associated cleaning strategies to maintain those entryway systems as well as exterior walkways. Public entryways that are not in use or serve only as emergency exits are excluded from the requirements, as are private offices.

Provide containment drains plumbed for appropriate disposal of hazardous liquid wastes in places where water and chemical concentrate mixing occurs for laboratory purposes.

Potential Technologies & Strategies

Use grills, grates or mats to catch and hold dirt particles and prevent contamination of the building interior. Design exterior stone, brick or concrete surfaces to drain away from regularly used building entrances.

At public building entrances, install low-maintenance vegetation within the landscape design and avoid plants, including trees and shrubs that produce fruit, flowers or leaves that are likely to be tracked into the building. Select plants based on an integrated pest management (IPM) approach to eliminate pesticide applications that could be tracked into the building.

Provide a water spigot and electrical outlet at each public building entrance for maintenance and cleaning.

IEQ 3.6: Green Cleaning

Indoor Integrated Pest Management

Intent

To reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants that adversely affect air quality, human health, building finishes, building systems and the environment.

Requirement

Develop, implement and maintain an indoor **integrated pest management (IPM)** plan, defined as managing indoor pests in a way that protects human health and the surrounding environment and that improves economic returns through the most effective, least-risk option. IPM calls for using least-toxic chemical pesticides, minimum use of chemicals, use only in targeted locations and use only for targeted species. IPM requires routine inspection and monitoring. The plan must include the following elements, integrated with any outdoor IPM plan used for the site as appropriate:

- Integrated methods, site or pest inspections, pest population monitoring, evaluation of the need for pest control and 1 or more pest control methods, including sanitation, structural repairs, mechanical and living biological controls, other nonchemical methods, and if nontoxic options are unreasonable and have been exhausted, a least-toxic pesticide.
- Specification of the circumstances under which an emergency application of pesticides in a building or on surrounding grounds being maintained by building management can be conducted without complying with the earlier provisions.
- A communications strategy directed to building occupants that addresses universal notification, which requires advance notice of not less than 72 hours before a pesticide under normal conditions and 24 hours after application of a pesticide in emergencies, other than a least-toxic pesticide, is applied in a building or on surrounding grounds that the building management maintains.

Any cleaning products included in the integrated pest management policy must meet the requirements for **IEQ 3.3: Green Cleaning - Purchase of Sustainable Cleaning Products and Materials**.

Potential Technologies & Strategies

Use IPM, a safer and usually less costly option for effective pest management. An IPM program employs commonsense strategies to reduce sources of food, water and shelter for pests in buildings and on the grounds and minimizes the use of pesticides.

SCHEDULE OF BID ITEMS

A21-0404 LEED CERTIFIED Janitorial Services for EBR Main Library at Goodwood (Labor Only)

ALL items must be bid. A Blank, Zero or N/A will not be considered: All items must be bid. A blank space, N/A or a Zero (0) on the Schedule of Bid Items page may cause your bid to be deemed non-responsive. If your intention is No Charge, please write that in the Unit price column.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0001	<p>Base Price, per square foot. Janitorial Services to be performed at 7711 Goodwood Blvd., Baton Rouge, LA. Contractor shall provide all labor, supervision, materials and supplies as specified, and insurance to perform all daily, weekly and monthly, in accordance with the bid specifications and during the hours listed below.</p> <p>A minimum of six point five (6.5) full-time equivalent employees, with at least four (4) full-time employees shall be provided for the duration of the below listed hours. This number of employees can include the working onsite supervisor. The determination of the number of employees needed to service this contract is the responsibility of the bidder.</p> <p>Total Square Footage of cleaning area is approximately: 129,000 Sq. ft.</p> <p><u>DAILY WORKING HOURS</u> Starting and Ending Times for Monday through Thursday: 7:30 a.m. to 8:00 p.m.</p> <p><u>WEEKEND WORKING HOURS</u> Starting and Ending Times for Friday, Saturday and Sunday: Friday: 7:30 a.m. to 6:00 p.m. Saturday: 8:00 a.m. to 6:00 p.m. Sunday: 1:30 p.m. to 8:00 p.m.</p>	129,000 SQ FT	SQ FT	Per SQ FT	\$ _____ Per Occurrence

NOTE: All prices shall include all supplies listed under Specifications, fuel charge and any other fee may relate to the Specifications

SCHEDULE OF BID ITEMS
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ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0002	<p>ONE (1) ADDITIONAL INCREMENTAL FULL TIME JANITORIAL EMPLOYEE</p> <p>OPTIONAL AWARD ITEM</p> <p><u>DAILY WORKING HOURS</u> Starting and Ending Times for Monday through Thursday: 7:30 a.m. to 8:00 p.m.</p> <p><u>WEEKEND WORKING HOURS</u> Starting and Ending Times for Friday, Saturday and Sunday: Friday: 7:30 a.m. to 4:30 p.m. Saturday: 10:00 a.m. to 5:00 p.m. Sunday: 1:30 p.m. to 8:00 p.m.</p>	1	EACH	_____ Per Hour	\$ _____ Extended Price
0003	<p>Shampoo Carpet. Price per square foot, services to be performed upon written request of the Library's representative.</p>	85,643	SQ FT	\$ _____ PER SQ FT	\$ _____ Per Occurrence
0004	<p>Walk off Mat (Carpet) cleaning. Price per square foot, services to be performed in accordance with bid specification requirements.</p>	1,310	SQ FT	\$ _____ PER SQ FT	\$ _____ Per Occurrence
0005	<p>Strip/Wax Bare Floors. (Terrazzo Only) Price per square foot, services to be performed upon written request of the Library's representative.</p>	6,727	SQ FT	\$ _____ PER SQ FT	\$ _____ Per Occurrence

NOTE: All prices shall include all supplies listed under Specifications, fuel charge and any other fee may relate to the Specifications

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ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0006	Quarterly Clean/Dust, Services to be performed upon written request of Library representative.	4	QUARTER	\$ _____ PER QUARTER	_____ Annual Cost
0007	Pressure Washing. Various areas. Price per square foot, services to be performed upon written request of Library representative.	46,875	SQ FT	\$ _____ PER SQ FT	\$ _____ Per Occurrence
ITEM NO.	DESCRIPTION	QUANTITY	UNIT of Measure	UNIT PRICE	EXTENDED TOTAL
0008	Emergency Call Out Cleaning Service. Price per hour. A minimum of 2 hours will be paid for each call out. Services to be performed upon notification by Library representative. Quantity is estimate only.	10	HOUR	\$ _____ PER HOUR	\$ _____ EXTENDED TOTAL
0009	Special Event Cleaning Requests. Price per hour, per employee. Services to be performed upon written request of Library representative. Quantity is estimate only.	20	HOUR	\$ _____ PER HOUR, PER EMPLOYEE	\$ _____ EXTENDED TOTAL
0010	Parking lot and exterior areas inside of Fence. Daily and Weekly cleaning of Parking lots and exterior areas of Library campus. Per bid specifications.	12	SQ FT	\$ _____ PER SQ FT	\$ _____ Per Occurrence

NOTE: All prices shall include all supplies listed under Specifications, fuel charge and any other fee may relate to the Specifications

**BIDDER'S ORGANIZATION
BIDDER IS:**

AN INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A CORPORATION

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION SHOULD BE SUBMITTED WITH BID.

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID SHOULD COMPLETE THIS FORM.

CORPORATE RESOLUTION

A meeting of the Board of Directors of _____ a corporation organized under the laws of the State of _____ and domiciled in _____ was held this day of _____, 20____ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____, a corporation created under the laws of the State of _____ domiciled in _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the _____ day of _____, 20____, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This _____ day of _____, 20____.

SECRETARY

AGREEMENT

THIS AGREEMENT, made and entered into at Baton Rouge, Louisiana, effective the _____ day of _____, 20____, by and between the City of Baton Rouge and Parish of East Baton Rouge (herein after called "Owner") and _____ (herein after called "Contractor").

The Contractor shall perform all work required by the Contract Documents for the following services:

Annual Contract Number and Title _____ Contract
Period _____

1. The following Contract Documents are all hereby made a part of this Agreement to the same extent as if incorporated herein in full:
 - A. Bid Documents complete with terms and conditions
 - B. The Contractor's Proposal with all attachments.
 - C. The Specifications
 - D. The following enumerated addenda:
2. No amendment to this Contract shall be made except upon the written consent of the parties.
3. Insurance and Indemnity requirements shall conform to those stated in the specifications.
4. Contractor shall be paid an amount based on the attached Exhibit A:
5. Right to Audit/Records Retention. The Contractor shall permit the authorized representative of the City- Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract. Louisiana Revised Statute 44:36 Preservation of Records states that public records shall be preserved and maintained for a period of at least (3) three years from the date on which the public record was made.
6. Payment terms for services will be Net 15 days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first written above.

CITY OF BATON ROUGE
AND PARISH OF EAST BATON ROUGE
Owner

WITNESS:

By _____
Sharon Weston Broome, Mayor-President
Or
Paul Narcisse, Purchasing Director

WITNESS:

Contractor

By _____

Parish Attorney

(Typed Name and Title)